BRITISH COUNCIL

LearnEnglish

Writing: A1

A message to say you're late

Learn how to write text messages to tell a friend you're going to be late.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Put the phrases in the correct groups.

I'm running late.	No problem.	It's fine.	This is not my day.
Don't worry.	Sorry!	It's OK.	I'll be there in 10 minutes.

Phrases for somebody who is late	Phrases for somebody who is waiting

A message to say you're late

I'm running 10 mins late, sorry!

No problem!

Aargh! Traffic is really bad. I'll be more than 10 mins late now, sorry again!!

It's OK, don't worry. I'm in the café already so it's fine

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This is not my day! I'm here but can't find a place to park. I'm looking for a different car park. Not sure how long I'll be

OK, LMK when you find a place

I might get something to eat tho

Of course! I'll be as quick as I can

OK!

Found one! Be there in 10 mins

Well done! See you soon

Thx for waiting

.....

Tips

1. You don't need to write complete sentences for text messages.
2. Use abbreviations like *LMK* (= *let me know*) or use emojis to save time writing.
3. You don't need to use full stops (.) at the end of messages.
4. Say how many minutes you think you'll need, e.g. *I'm running 10 minutes late*.
5. It's good to say *sorry* and *sorry again*, but you don't need to say sorry in every message.

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Tasks

Task 1

Circle the correct answer.

1. What is 'mins' short for?

   a. minimum b. minute c. minutes

2. What does 'aargh' mean?

   a. I'm angry. b. I'm sad. c. I'm happy.

3. What does it mean if you write two or more exclamation (!) marks?

   a. You're angry. b. You're sorry. c. You really mean what you're saying.

4. What does 'LMK' mean?

   a. leave my key b. let me know c. love more kisses

5. What is 'tho' short for?

   a. therefore b. there c. though

6. What is 'thx' short for?

   a. this b. thanks c. taxi

Task 2

Read the message and choose the correct response.

1. I'm running a bit late, sorry!

   a. Sorry! b. No problem! c. Yes.

2. I'll be about 15 mins late, sorry again!!

   a. I'm sorry too. b. I'm fine. c. It's OK, don't worry.

3. I can't find anywhere to park. Not sure how long I'll be.

   a. I know. b. OK, LMK when you find a place. c. Well done! See you soon.

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4. I'll be there in 5 mins.

   a. OK, see you soon. b. OK, I will. c. Of course!

5. Thx for waiting.

   a. No problem. b. Yes. c. Well done!

Task 3

Put the words in the correct order.

1. mins running 10 I'm late
2. sure how Not I'll be long
3. as quick I I'll can be as
4. mins there Be 10 in
5. you're when here LMK
6. you soon See

Discussion

Are you usually on time or late? How many minutes is 'late' for you?

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